

Checklist for Motion to Appoint a Parent Coordinator (Decided by a Court Commissioner)

- You must complete a form before you file it. These instructions will help you complete the forms.
- Court staff cannot complete a form for you.
- Attach a copy of any document referred to in the form.
- Keep a copy of all documents for your records.
- Attend all court hearings.
- Some forms may not apply in your case.
- Check with your court about local requirements.

This is a checklist for a motion that will be decided by a court commissioner. If the motion will be decided by a judge, use the checklist for motions to a judge.

In [Judicial Districts 1, 2, 3 and 4](#), commissioners are assigned to divorce cases and several other types of family law cases. Motions decided by a judge and motions decided by a commissioner follow different procedures. The documents are not different, but the time for filing them and the procedures for a hearing are. If you are not sure whether your case is assigned to a judge or commissioner, find out. Call the court, or look at the caption of the complaint or petition. If a commissioner's name has been listed in the caption, the motion likely will be decided by a commissioner.

Motions decided by a judge are governed by [URCP 7](#). Motions decided by a commissioner are governed by [URCP 101](#).

(1) Motion to Appoint a Parent Coordinator

- ☐ Print your name and contact information at the top of the first page. Check whether you are the Petitioner or Respondent or the attorney for the Petitioner or Respondent.
- ☐ Complete the heading exactly as it appears in the Petition.
- ☐ Paragraph (2): Print the names of the professionals you are willing to have appointed as parent coordinator. For each person named, attach a Statement of Qualifications completed by that person. If the Motion is granted, the court will appoint a parent coordinator suggested by you or the other party or one selected by the court. Name as few or as many people as you want. If you and the other party have agreed on a parent coordinator, name that person.
- ☐ Paragraph (3): Print the number of consultation hours with the parent coordinator that you want the court to order. Explain why this amount of time is needed.
- ☐ Paragraph (4): Print the percent of the parent coordinator's fees that should be paid by you and the percent that should be paid by the other party. Explain why

this split is fair. Attach a Financial Declaration and its supporting documents, unless you have already done so.

- ☐ Paragraph (5) describes the normal role of a parent coordinator. If you do not want to limit that role, leave the lines blank. If you want the commissioner to limit the parent coordinator's role, describe those limits and explain why.
- Paragraphs (6) and (7) are required by Rule 4-509.
- ☐ Attach any required documents and forms.
- ☐ Date and sign the form.
- ☐ Complete the Certificate of Service.
- ☐ Serve the form and attachments on the other party.
- ☐ File the original form, attachments and certificate of service with the judicial services representative.

(2) Stipulation to Appoint a Parent Coordinator

- If you and the other party agree about appointing a parent coordinator, complete the Stipulation and file it with the Motion.
- ☐ Complete the heading exactly as it appears in the Petition.
- ☐ Paragraph (1): Print the name of the professional you have agreed to have appointed as parent coordinator. Print the number of hours of consultation with the parent coordinator that you have agreed to.
- ☐ Paragraph (2): Print the split of the parent coordinator's fees that you have agreed to.
- ☐ Paragraph (3) describes the normal role of a parent coordinator. If you do not want to limit that role, leave the lines blank. If you want the commissioner to limit the parent coordinator's role, describe those limits and explain why.
- ☐ Both parties should date and sign the Stipulation, and both parties should keep a copy.
- ☐ Attach the original Stipulation to the Motion and file it with the court.

(3) Notice of Hearing

- If the other party does not agree with the motion, schedule a hearing with the commissioner's judicial assistant, and file and serve a Notice of Hearing. You must serve the other party with the motion, all attachments to the motion, and the Notice of Hearing at least 28 days before the hearing.
- ☐ Print your name and contact information at the top of the first page. Check whether you are the Petitioner or Respondent or the attorney for the Petitioner or Respondent.
- ☐ Complete the heading exactly as it appears in the Petition.

- ☐ Call the judicial assistant to the commissioner assigned to your case. Schedule the hearing with the assistant and print the date and time of the hearing on the form. Print also the commissioner's name and courtroom number for the hearing.
- ☐ Date and sign the form.
- ☐ Complete the Certificate of Service.
- ☐ Serve the form on the other party. You must serve the other party with the motion, all attachments to the motion, and the Notice of Hearing at least 28 days before the hearing.
- ☐ File the original form with the court.

(4) Memorandum Opposing Motion

- A Memorandum Opposing the Motion is a document filed by the other party. Some commissioners require a written Memorandum Opposing the Motion. Some do not. You should contact the commissioner's judicial assistant for to find out whether a Memorandum Opposing the Motion must be filed.
- If the other party files a Memorandum Opposing the Motion, they must do so at least 14 days before the hearing.
- If the other party files a Memorandum Opposing the Motion, you may file a Reply to that statement at least 7 days before the hearing. The reply is limited to responding to new matters raised in the opposing statement.

(5) Reply to Memorandum Opposing Motion (if applicable)

- ☐ You may file a Reply to the Memorandum Opposing the Motion only to disagree with a topic in the Opposing Statement that you didn't mention in your motion.
- ☐ If you file a Reply, you must file and serve it at least 7 days before the hearing.
- ☐ Print your name and contact information at the top of the first page. Check whether you are the Petitioner or Respondent or the attorney for the Petitioner or Respondent.
- ☐ Complete the heading exactly as it appears in the Petition.
- ☐ Print the number of the paragraph from the Opposing Memorandum that you disagree with. Quote the statement exactly. Explain why you disagree.
- ☐ Attach any required documents and forms.
- ☐ Date and sign the form.
- ☐ Complete the Certificate of Service.
- ☐ Serve the form on the other party.
- ☐ File the original form and certificate of service with the court.

(6) Attend the Hearing

- All Motions decided by a commissioner will be decided after a hearing, unless the parties agree to the Motion. Be sure to attend the hearing.

(7) Findings of Fact, Conclusions of Law, and Order on Motion

- The Order might be completed at different times, depending on how the case is decided.
- ☐ Print your name and contact information at the top of the first page. Check whether you are the Petitioner or Respondent or the attorney for the Petitioner or Respondent.
- ☐ Complete the heading exactly as it appears in the Petition.
- ☐ If the Motion is agreed to and there is no hearing, complete the rest of the order so that it agrees with the Motion.
- ☐ If the Motion is not agreed to, do not complete the rest of the order unless you are told to do so. The commissioner will tell one of the parties to prepare the order after the hearing.
- ☐ Attach any required documents or forms.
- At the hearing, the commissioner will decide the issues and will tell one of the parties to prepare the order. Listen carefully to the commissioner's decision. The order must agree with that decision, and you may have to prepare it.
- ☐ If you are told to prepare the order, complete it so that it agrees with the commissioner's decision.
- ☐ Date and sign the order under the phrase: "approved as to form."
- ☐ Complete the Certificate of Service.
- ☐ Within 14 days after being told to prepare the order, file the original order and the Certificate of Service with the court, and serve the other party.
- ☐ The other party has 7 days from being served with the proposed order in which to object as to form of the proposed order.

(8) Notice of Order

If you prepared the order, or if the commissioner says you have to serve the signed order:

- ☐ Print your name and contact information at the top of the Notice of Order. Check whether you are the Petitioner or Respondent or the attorney for the Petitioner or Respondent.
- ☐ Complete the heading exactly as it appears in the Petition.
- ☐ Attach any required documents and forms.
- ☐ Date and sign the form.
- ☐ Complete the Certificate of Service.

- ☐ Serve the form and attachments on the other party.
- ☐ File the original form and attachments with the court.